



Intern Visa Checklist

IMPORTANT POINTS TO BE NOTED:

- Complete the [Application form Online](https://indianvisaonline.gov.in/) on <https://indianvisaonline.gov.in/>. Please click **REGULAR VISA** after the application has been completed, you must print and sign the application form.
- Please ensure before printing the form that the following fields are filled up **accurately**. In case of **incorrect** entries of fields mentioned below, the form must be **filled up again and reprinted**.
 1. **Full Name as on International Passport** (Prefixes like Dr, Er etc. should not be written)
 2. **Passport Number** (Example: EI200023, EH1000901) should be correct
 3. **Date of issue and date of expiry of passport**
 4. **Full Parents' Names** (Father and Mother), their current and previous nationalities to be indicated (even if deceased). A parent's name may not be written as "Not Applicable".
 5. **Complete Reference** address along with telephone number in INDIA and in Belgium/ country whatever it comes on form.

Eligibility Criteria's:

- a). The intern visa will be granted at any time during the course of study; or
- b). Immediately after completion of graduation/post-graduation but the gap between the completion of either and commencement of the internship should not be more than two years.
- c). It will only be granted only on the basis of a letter from the Indian company/educational institution/NGO/foreign mission or posts in India/foreign government organizations concerned sponsoring the foreign national for the internship programme and clearly indicating the period of internship.
- d). In case the internship is in a company, the foreign national being sponsored for internship should draw a minimum remuneration of Rs. 3.60 lakhs per annum. There will be no minimum salary limit in case of internship in educational institutions, NGOs, foreign mission or posts in India and foreign government organizations.
- e). Earnings from internship of the applicant with Indian companies/Educational Institutions/NGOs will be subject to the Indian Income Tax regulations.



f). Under no circumstances, the intern will be allowed to take up employment in India immediately after completion of the internship programme.

g). An undertaking should be obtained from the company/organization concerned that they will ensure departure of the foreigner on completion of the internship.

DOCUMENT LIST:

- **Passport:** Passport must have a validity of 6 Months (180 days) from the date of application with at least **2 blank pages**. Passport is needed with application.
- **Photocopy of the information page (Bio Page) of your valid passport and photocopy of last Indian visa (if any).**
- **Photocopy of ID card:** All applicants, residing within the territory of Belgium/Luxembourg are required to submit a photocopy of ID card issued by Belgian/Luxembourg authorities.
- **Photocopy residence proof:** recent utility bill (i.e. telephone, gas, electric, mobile phone, local authority tax bill, ...) with the name and address of applicant, if minor, child or spouse, can attach the residence proof of parents or husband.
- **For Non-Belgian/Luxembourg nationals, proof of domicile in Belgium/Luxembourg for a minimum of two years is needed.**
Proof of domicile is as indicated at "Photocopy of ID Card" and "Photocopy Residence Proof" above.
If the ID card shows less than 2 years of validity (date of issue), please attach some residence proof of last 2 years which shows that applicant is staying in Belgium/ Luxembourg since 2 years.
- **2 Photographs:** Two recent color size (50mm x 50mm) photographs, showing full frontal face with white background, conforming to Indian Government specifications.
 - Photos should be glued to the application form: the first on page 1 in the box provided and the second on the bottom right hand corner of page 2.
- **Indian origin applicants:**
 - Copy of surrender of Indian passport certificate / Renunciation Declaration Form /Sworn Affidavit for children that they never had Indian nationality. The certificate can be obtained from Embassy of India, 215 Chaussee de Vleurgat, 1050 Brussels between 9.30 am to 11.30 am. They need to bring Indian passport to the Embassy to get cancelled and Embassy will issue Surrender certificate. If the applicant has already surrendered the passport long back, they need to get affidavit or documentation.
 - Copy of Birth Certificate (in respect of children)



- Copy of old Indian Passport for applicants and copy of Indian passport etc needs to be attached with children's documents.
 - Affidavit for children's that they never possess Indian Passport needs to be attached.
 - Indian origin applicants need to attach the above documents as proof of Indian origin.
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- **Internship Contract from Indian Company:**
indicating terms and conditions, salary, perks, various allowances, taxes, insurances, accommodation, period of Intern, Location (complete Address) of Internship.
 - **Certificate of Incorporation of Indian Company/Registration certificate of Indian Company with Government needs to be attached with application.**
 - **If NGO is sponsoring the foreign national for internship program**, then FCRA clearance is needed. Grant of Intern visa will be subject to prior clearances.
 - **Letter from the Institution / School/ organization/AISEC** to which the applicant is attached in Belgium/Luxembourg. The letter should indicate the details of Internship with Indian company.
 - **Certificate of Graduation or Post graduation needs to be attached.**
 - **UNDERTAKING FOR EXIT COUNTRY AFTER THE INTERNSHIP:**
The applicant will have to exit the country before the expiry of the visa.
An undertaking should be obtained from company/organization concerned that they will ensure/responsible for departure of the applicant on completion of the internship.
 - **TAX letter:** Earnings from internship of the foreign nationals with Indian companies/Educational Institutions/NGOs will be subjected to the Indian Income tax Regulation. A letter addressed to Embassy needs to be attached.
 - **Statement of financial support:** Documents showing financial support needs to be attached and stay in India by applicant or by the parents of the applicant.



Embassy of India

Belgium & Luxembourg

Note:

All of the above documents are basic documents. The Embassy of India, Brussels, Belgium may request for additional documents and /or could call the applicant for an interview also.